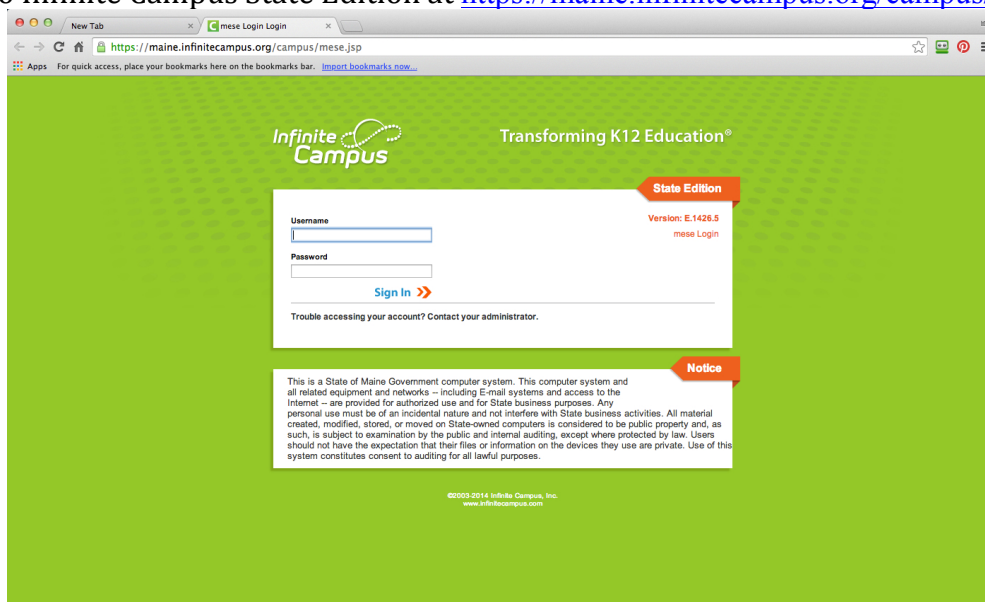


Updating the Child of Military Family Indicator For Districts/Schools **Not** Using Infinite Campus District Edition (ICDE)

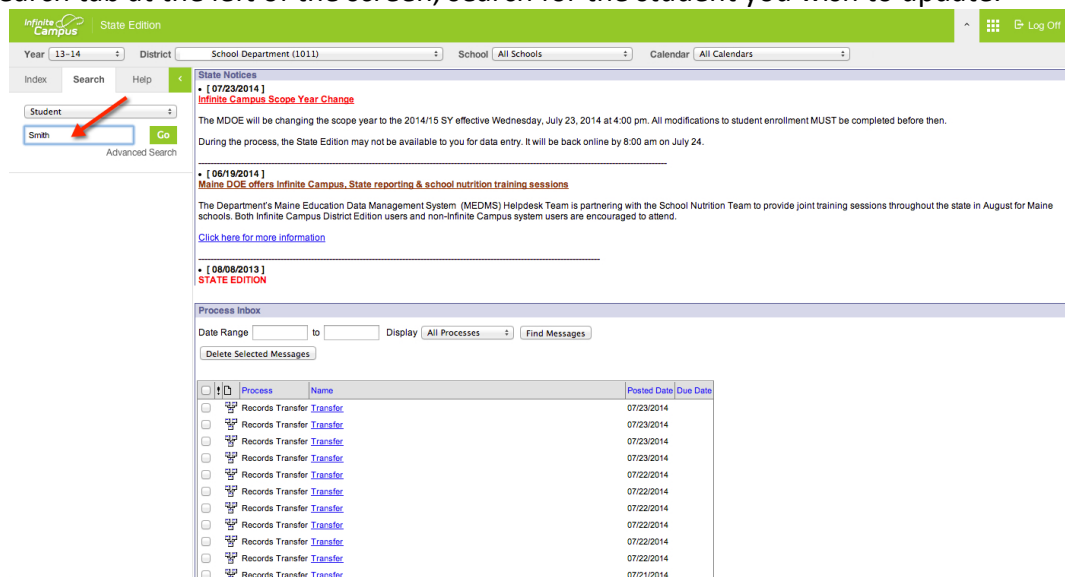
If your school/district does not use Infinite Campus District Edition (ICDE) for its student information system, you can still track children of military families using MDOE's Infinite Campus State Edition. The steps are as follows:

1. Login to Infinite Campus State Edition at <https://maine.infinitecampus.org/campus/mese.jsp>



If you have difficulties logging on the system or need your userid/password credentials updated, please contact the MEDMS HelpDesk at (207) 624-6896 or medms.helpdesk@maine.gov.

2. Once logged in to the system, set your school year to the current year and, if you have access to more than one school, set the desired school in the bar at the top of the screen. Using the search tab at the left of the screen, search for the student you wish to update.



Process	Name	Posted Date	Due Date
Records Transfer	Transfer	07/23/2014	
Records Transfer	Transfer	07/23/2014	
Records Transfer	Transfer	07/23/2014	
Records Transfer	Transfer	07/23/2014	
Records Transfer	Transfer	07/22/2014	
Records Transfer	Transfer	07/22/2014	
Records Transfer	Transfer	07/22/2014	
Records Transfer	Transfer	07/22/2014	
Records Transfer	Transfer	07/22/2014	
Records Transfer	Transfer	07/22/2014	
Records Transfer	Transfer	07/22/2014	
Records Transfer	Transfer	07/21/2014	

When the search results are returned, click on the correct student to go to their record.

3. Select the enrollment for the current year

Updating the Child of Military Family Indicator For Districts/Schools **Not** Using Infinite Campus District Edition (ICDE)

The screenshot shows the Infinite Campus State Edition interface. The top navigation bar includes the Infinite Campus logo, 'State Edition', and a 'Log Off' button. Below the navigation bar, there are filters for Year (13-14), District (School Department), School (All Schools), and Calendar (All Calendars). The main content area displays the 'Enrollment Editor' for a student named Smith. The 'Enrollment Editor' has tabs for Edit, Grade, Type, Calendar, Start Date, and End Date. The 'Edit' tab is active, showing a table of enrollment records. A red arrow points to the 'Child of US Military Family' checkbox in the 'State Reporting Fields' section.

Edit	Grade	Type	Calendar	Start Date	End Date
<input checked="" type="checkbox"/>	2	P	Elementary School	03/10/2014	06/16/2014
<input checked="" type="checkbox"/>	2	P	Elementary School	08/15/2013	03/07/2014
<input checked="" type="checkbox"/>	1	P	Elementary School	02/25/2013	06/17/2013
<input checked="" type="checkbox"/>	2	P	Elementary School	10/12/2012	02/15/2013
<input checked="" type="checkbox"/>	1	P	Elementary School	08/15/2012	10/11/2012
<input checked="" type="checkbox"/>	2	P	Elementary School	08/15/2011	06/15/2012
<input checked="" type="checkbox"/>	4	P	Elementary School	08/01/2010	02/10/2011

- Click your mouse and the enrollment details will be brought up. The Child of Military Family indicator is under the State Reporting Fields, to the right. Check this box to identify the student as a child of a US military family.

The screenshot shows the Infinite Campus State Edition interface. The top navigation bar includes the Infinite Campus logo, 'State Edition', and a 'Log Off' button. Below the navigation bar, there are filters for Year (13-14), District (School Department (1011)), School (All Schools), and Calendar (All Calendars). The main content area displays the 'Enrollment Editor' for a student named Smith. The 'Enrollment Editor' has tabs for Edit, Grade, Type, Calendar, Start Date, and End Date. The 'Edit' tab is active, showing a table of enrollment records. The 'Child of US Military Family' checkbox is checked in the 'State Reporting Fields' section.

Edit	Grade	Type	Calendar	Start Date	End Date
<input checked="" type="checkbox"/>	2	P	Elementary School	03/10/2014	06/16/2014
<input checked="" type="checkbox"/>	2	P	Elementary School	08/15/2013	03/07/2014
<input checked="" type="checkbox"/>	1	P	Elementary School	02/25/2013	06/17/2013

General Enrollment Information

Calendar: 13-14, Elementary School, Schedule (read only), Main, End Date: 06/16/2014, *Grade: 2, Class Rank Exclude: ☐, *Service Type: P: Primary, *Start Date: 03/10/2014, No Show: ☐, End Action: , End Status: , *Start Status: 13: Transfer from a pub school in a different district, 98: Close of Year

State Reporting Fields

State Exclude: ☐, Homeless Night-time Residence: ☐, Unaccompanied Youth: ☐, State Agency Client/Ward of State: ☐, Supplemental Education Services: ☐, Alternative Education: ☐, Child of US Military Family: ☒, Migrant: ☐, Section 504: ☐, Refugee: ☐, GT-Artistic: ☐, GT - Intellectual/Academic: ☐, Vocational Ed: ☐, Title IA-Disadvantaged: ☐, Foreign Exchange: ☐

*Resident Town Code: , *Resident SAU: , *Fiscal Responsibility: R: Resident of School Unit, Home-Schooled: ☐, SAU Percentage: , Percent Enrolled: 100

Special Ed Fields

Special Ed Status: , Special Ed Setting: , Start Date:

- Once you have made your update click the "Save" tab at the top of the enrollment information.
- You are now free to go on to your next student or, if finished, you can log out.